



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER:	NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj		
TASK ORDER NUMBER:	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Project Starting Date: 01/01/2006 Original Project Ending Date: 12/31/2006 Modified Completion Date:	Period Covered: 3rd Quarter 2006		

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Mobilization	14.3%	\$ 20,000	0.0%	\$ -	100.0%	\$ 20,000
2	Compile and Maintain Mail List	10.9%	\$ 15,196	40.0%	\$ 6,078	90.0%	\$ 13,676
3	Publish Monthly Newsletter	18.1%	\$ 25,326	25.0%	\$ 6,332	75.0%	\$ 18,995
4	Distribute Technology Transfer Materials	15.9%	\$ 22,202	15.0%	\$ 3,330	75.0%	\$ 16,652
5	Provide Technical Assistance	27.2%	\$ 38,083	25.0%	\$ 9,521	75.0%	\$ 28,562
6	Provide Training	5.3%	\$ 37,439	50.0%	\$ 18,720	50.0%	\$ 18,720
7	Evaluate Effectiveness of Program	8.4%	\$ 11,754	0.0%	\$ -	100.0%	\$ 11,754
8		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
9		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
10		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
11		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
12		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
13		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
14		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
15		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
16		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
17		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
18		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
19		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
20		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
	TOTAL	100.0%	\$ 170,000		\$ 43,980		\$ 128,358

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Green text is updated ever quarter

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Project Objectives:

The Local Technical Assistance Program (LTAP) seeks to conduct several tasks that will promote best practices and implement state-of-the-art technologies to county and municipal transportation agencies. These activities include training, materials distribution, newsletter publication, technical assistance, and program evaluation. The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the Local Technical Assistance Program (LTAP).

Project Abstract:

The Local Technical Assistance Program (LTAP) will maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The anticipated results are the creation of a library special collection made available on the LTAP website, monthly newsletter publication, an updated fax/e-mail directory for the transportation field, expanded training programs and additional conferences, and increased involvement with pertinent professional organizations.

1. Progress this quarter by task:

A. Compile and Maintain Mail List

The contact list database was updated to include 170 new public works and utilities authorities email contacts and 175 municipal engineering email contacts to the email distribution list. In addition, 4 contacts were added by individual request. New contacts were obtained from technical assistance requests. An updated list of municipal public works mailing addresses was created. This list contains 625 addresses.

B. Publish Monthly Newsletter

Approximately 3,000 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail.

Volume 8, Number 7 was published in July 2006. The first edition of the quarter included articles on the resignation of USDOT Secretary Mineta, the Municipal Engineering Construction Inspection Program Graduation, Incident Command System training for water utilities, NJDOT local aid to municipalities and counties, urban highway rehabilitation, Garret



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Morgan Academy scholarship winner, and New Jersey Department of Community Affairs SHARE program. The Professional Development Corner featured team building. This issue's *Free for the Asking* offering was SAFETEA-LU: A Guide to Provisions Related to Local Government, a publication released by the American Public Works Association (APWA).

Volume 8, Number 8 was published in August 2006. This issue featured information on transportation solutions to high ozone conditions, the 2nd Annual Traffic Engineering and Safety Forum, the EPA handbook on total coliform rule, graduated driver licensing and its impact on reducing fatal crashes, metropolitan planning requirements, and career advancement. The Professional Development Corner highlighted the topic of advanced degrees. This month's *Free for the Asking* was National Strategy to Reduce Congestion on America's Transportation Network, a publication released by the United States Department of Transportation.

Volume 8, Number 9 was published in September 2006. The third issue of the quarter contained articles about the quarter included articles on "Safe at any Speed", Mechanistic-Empirical Design Guide, the historical legacy of John Roebling, National NeighborWoods month, U.S. Department of Homeland Security (DHS) Commercial Equipment Direct Assistance Program (CEDAP) and the New FHWA Website to Help Strengthen Transportation Planning and Environment Linkages. This issue's *Free for the Asking* offering was Guidelines for the Collection of Long-Term Pavement Performance Data, published by the Federal Highway Administration (FHWA).

C. Distribute Technology Transfer Materials

512 technical publications were distributed during this quarter. Technology transfer materials were distributed during training seminars, workshops, and *Free for the Asking* requests via the newsletter. In addition, specific requests were made by customers for technical publications, which were duplicated and distributed.

D. Provide Technical Assistance

There were 297 instances of technical assistance provided by the LTAP staff. Requests were received via telephone, e-mail, mail, and fax.

E. Provide Training

Training has occurred this quarter in the following program areas: Road Scholar I and an assortment of transportation and infrastructure related seminars, as well as various programs offering Continuing Education Units (CEUs) for New Jersey Certified Public Works Managers. During this quarter, 428 individuals were trained via 22 programs.



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Revision of several programs occurred during this quarter. Course content for Shared Services and Privatization, Managing Public Equipment, Winter Maintenance, and Preventive Maintenance were modified.

F. Evaluate Effectiveness of Program

During this quarter, several meetings with internal staff, sponsoring agencies, and partnering agencies have been conducted to evaluate the program's current and future direction. A meeting was conducted with the National LTAP Program Manager to discuss the New Jersey program's status. Identification of the membership of the Stakeholder committee was completed in September. The first meeting of this group will be in October 2006.

Training program effectiveness was measured by use of course evaluations completed by participants at the end of each training program. Participants were asked to rate the overall quality of the course content, instructor, and presentation of the materials. Participants consistently rated the programs as having met or exceeded their expectations and as being one that they would recommend to others.

Development of several new operating procedures has begun. Modified instructor review forms, as well as cost-benefit analysis for training programs will begin in 2007.

The program will begin a strategic planning process in either the last quarter of 2006 or the first quarter of 2007.

2. Proposed activities for next quarter by task:

A. Compile and Maintain Mail List

The mail list will be continually be updated on an as needed basis.

B. Publish Monthly Newsletter

The newsletter will remain on a monthly publishing schedule.

C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, and by request. The lending library is always available. Materials will be distributed at the League of Municipalities Conference in November 2006.



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D. Provide Technical Assistance

Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.

E. Provide Training

Training programs are scheduled for the next quarter as follows:

Traffic Control Coordinator Program
Road Scholar One Program
Road Scholar Two Program
Transportation/Infrastructure Seminars

F. Evaluate Effectiveness of Program

Evaluations will continue to be distributed at each program.

An Advisory Committee meeting will be held to review the project's financial status and progress once each quarter.

A Steering Committee meeting will be held every other month and/or on an as-needed basis to review program activities and initiatives, as well as to set long-term goals.

A Stakeholder meeting will be held during this quarter to evaluate stakeholder satisfaction and allow an open forum for the exchange of ideas, questions, and comments.

3. List of deliverables provided in this quarter by task (product date):

A. Compile and Maintain Mail List

New Email Contacts	July-September 2006
2006 Updated Public Works Mail List	August 2006

B. Publish Monthly Newsletter

Volume 8, Number 7	July 2006
Volume 8, Number 8	August 2006
Volume 8, Number 9	September 2006



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C. Distribute Technology Transfer Materials	Ongoing
D. Provide Technical Assistance	Ongoing
E. Provide Training	
New Diesel Emission Standards	July 26, 2006
Stone Mastic Asphalt Refresher	August 14, 2006
First Responders- Working with Utilities	August 17, 2006
Selection of Snow and Ice Materials to Mitigate Environmental Impact	September 7, 2006
Do it Yourself Solutions that Really Work	September 7, 2006
Implementing Training Tools	September 7, 2006
Deicer Performance and Environmental Impact	September 7, 2006
Model Media Package for Before and After the Storm	September 7, 2006
Applying MDSS to Improve Snow and Ice Control Operations	September 7, 2006
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Implementing and Anti-icing Policy at the Municipal Level	September 7, 2006
Winter Maintenance	September 20, 2006
Preventive Maintenance	September 20, 2006
Drainage Maintenance: the Key to Roads that Last	September 27, 2006
Asphalt Roads: Common Maintenance Problems	September 27, 2006
Traffic Signal Design	September 27, 2006
F. Evaluate Effectiveness of Program	Ongoing
Stakeholder Committee Identification	September 2006

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

5. Problems/Proposed Solutions:



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Total Project Budget	\$170,00.00
Modified Contract Amount:	
Total Project Expenditure to date	\$128,358
% of Total Project Budget Expended	76%

NJDOT Research Project Manager Concurrence: _____ Date: _____



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2	Compile and Maintain Mail List				\$ -		\$ -
3	Publish Monthly Newsletter				\$ -		\$ -
4	Distribute Technology Transfer Materials				\$ -		\$ -
5	Provide Technical Assistance				\$ -		\$ -
6	Provide Training	67.2%	\$ 33,585	25.0%	\$ 8,396	100.0%	\$ 33,585
7	Evaluate Effectiveness of Program	10.8%	\$ 5,415	0.0%	\$ -	100.0%	\$ 5,415
8		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
9		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
10		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
11		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
12		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
13		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
14		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
15		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
16		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
17		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
18		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
19		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
20		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
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5. Problems/Proposed Solutions:



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Total Project Budget	\$50,000.00
Modified Contract Amount:	
Total Project Expenditure to date	\$50,000
% of Total Project Budget Expended	100%

NJDOT Research Project Manager Concurrence: _____ Date: _____